



Nagle College

Bairnsdale

Position Description

Position:	Assistant Business Manager
Reports to:	Business Manager
Classification:	Education Support - Category A, Level 5
Employment Status:	Ongoing/Full time

Mission

'A Faith Filled Learning Community, Striving for Excellence'

Nagle staff support the aims and objectives of our Catholic school by embracing the values and teachings of the Gospel. As a result, staff are supportive, welcoming and lead by example. Staff are passionate about their career and positively contribute to the emotional, social, academic, and environmental well-being of our College community.

Job Scope

The Assistant Business Manager Position is an ongoing full-time position located at Nagle College Bairnsdale.

The Assistant Business Manager works closely alongside the Business Manager to provide overall management of the business activities of the College. This includes a broad scope of responsibility including financial management, payroll management, and general office and staff management responsibilities.

The scope of the role extends across three significant areas which are central to this role:

1. Financial Operations/Reporting:

The Assistant Business Manager assists the Business Manager in managing the day-to-day financial operations of the College. This position provides advice to the Business Manager and the College leadership regarding financial policies, practices and procedures to ensure they are maintained at a high professional standard and are reflective of current day practices and standards. This position assists the Business Manager with the responsibility of ensuring that finance and administrative staff adhere to policy and procedure and to implement change as required. This position also prepares a number of internal and external reports.

Some specific duties include:

- Calculation, preparation and posting of general journals, accruals, prepayments and provisions.
- Prepare various financial reports for review by the Business Manager.

- Assists with the supervision of the Accounts Receivable, Accounts Payable and Payroll functions including approval of direct debit batches and creditor and payroll payment batches.
- Participate in and provide advice on debt collection matters and assist the Accounts Receivable officer in the follow-up of outstanding debts on an escalation basis.
- Maintain the General Ledger and Asset Register.
- Assist the Business Manager with the preparation of the annual accounts and liaise with external auditors.
- Assist the Business Manager with the preparation of the Business Plans and the Annual Budget.
- Preparation of all returns required by Government authorities/legal requirements and the Diocese of Sale Catholic Education Limited (DOSCEL) and Victorian Catholic Education Authority (VCEA), including all school census material.
- Prepare information, perform reconciliations and prepare returns for FBT, GST, PAYG, bank accounts, control accounts and payroll as required by the College and legal/statutory requirements.
- Review, make recommendations for and document internal financial and operational policies and procedures to ensure 'best practice' financial and administrative principles are observed.
- Review and make recommendations for appropriate Information Technology enhancements to further develop the School's financial reporting information and systems.

2. Payroll:

The Assistant Business Manager oversees and supervises the payroll function. This position has responsibility for ensuring payroll practices are conducted in a professional, efficient, effective and consistent manner in accordance with College policy and the relevant workplace awards and agreements. This position works closely with the Human Resources Manager to ensure that payroll information is current, and staff are paid their entitlements.

Some specific duties include:

- Assist the Payroll officer with resolving any payroll issues.
- Oversee the fortnightly payroll process and review all payroll payments for accuracy.
- Ensure that staff leave is managed, and accurate records are maintained.
- Prepare and submit government, salary packaging and VCEA and DOSCEL returns relating to payroll.

3. Office/Staff Management:

The Assistant Business Manager, by delegation from the Business Manager has responsibility to oversee and manage the day-to-day administrative and finance operations of the College and related staff. These responsibilities include:

- Management and development of the finance and administration teams including finance, reception, and Canteen staff on a daily basis by mentoring staff, promoting teamwork, reviewing work and providing guidance and feedback to team members.
- Ensuring that financial/administration functions are provided in a timely and professional manner and in accordance with the College's policy and procedures.
- Ensuring the accurate maintenance of data on school students, parents and administration.
- Ensuring that adequate staffing levels are maintained in administrative and non-teaching areas.

Commitment to Child Safety

- Be familiar with and comply with the school's child safe policy and code of conduct and any other policies or procedures relating to child safety.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.
- Assist in the provision of a child safe environment for students.

General Duties

- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.
- Demonstrate professional and collegiate relationships with colleagues.
- Maintain strict confidentiality with all school business and personnel matters.
- Attending as required, school functions and events, as appropriate or as directed.
- Perform, in an acting capacity, the role of the Business Manager in their absence.
- Carry out all other duties as directed from time to time by the Business Manager or Principal.

Organisational Relationships

The Assistant Business Manager has a number of key internal and external relationships.

Reports to: Business Manager

Supervises: Finance, administrative and canteen staff.

Internal liaisons: Principal, Strategic Leadership Team, students, volunteers, teaching and non-teaching staff.

External liaisons: VCEA, DOSCEL, external auditors, other Catholic schools within and outside the Diocese, suppliers and service providers, parents, government departments and agencies.

Judgement and Decision Making:

This role requires employees to be responsible for program area development and implementation, to provide strategic support and/or advice requiring integration of a range of school policies and external requirements, and an ability to achieve objectives operating within complex organisational structures.

This role will require employees to develop new ways of using a specific body of knowledge which applies to work assignments or may involve the integration of other specific bodies of knowledge. Employees will be required to exercise initiative in the application of professional practices demonstrating independent discretion and judgement.

Skills & Competencies

Possessing the following skills and competencies are critical to being a successful Assistant Business Manager at Nagle College and therefore form the basis of our key selection criteria.

Essential

- A sensitivity and understanding of the Catholic ethos as it relates to the Church's mission in education.
- University Qualifications (Business/Commerce Degree).
- Experience in managing the broad day-to-day financial, payroll and administrative operations of an organisation including staff management experience.
- Well-developed interpersonal and conflict resolution skills which foster and support a collegial working environment and highly developed professional communication skills – written and verbal.
- Strong IT competencies and a proven track record managing change in the workplace, and an understanding of the role of technology in driving productivity improvements for all staff.
- An excellent sense of professional responsibility including confidentiality.

Highly Desirable

- Sound working knowledge of the Synergetic school administration system.
- Sound working knowledge of employment agreements affecting the Catholic Education System.

The successful applicant will be required to undergo a National Police Record Check and Working with Children Check

Vision Statement

"I have come that they may have life, and have it to the full" John 10:10

Inspired by the life of Christ, our Presentation Heritage and the Salesian Charism, Nagle College is a Catholic community that welcomes, builds strong relationships, evangelises and prepares young people for life